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STANDARD SCHOOL FIRE ALARM EVACUATION PROCEDURES

EMERGENCY PROCEDURES

If you see a fire or smoke, or if the fire alarm sounds:

- **Immediately pull the fire alarm if it has not already sounded.**
- **Go to a safe location and call 911.**
- **Give name, address, and details of fire emergency.**

When the fire alarm sounds, all students and staff are to immediately evacuate the building.

EVACUATION PROCEDURES

- Elevators are not to be used during a fire alarm B use the stairs.
- Follow designated exit routes which are posted in each classroom.
- If the designated exitway is blocked, go to the nearest available exit.
- If the alarm sounds between classes, use the nearest available exit.
- The last person out of the room shall verify that the room is empty and close the door.
- Go to the predetermined location outside the building. Evacuation distance is a minimum of 100 feet from the building.

ADMINISTRATIVE PROCEDURES

- The fire alarm system is not to be silenced unless approved by the Fire Department.
- Teachers should stress to students that evacuations are to be conducted in a brisk, quiet, and orderly manner.
- Notify fire fighters immediately if anyone is unaccounted for and advise of their likely location if thought to be in the building.
- Designate a school official to meet the arriving fire fighters and provide them with a copy of the building floor plan, keys to the building, and location of fire.
- Students and staff are not to reenter the building until fire officials give their approval.
- Each school must have an evacuation plan for mobility-impaired students and staff which has been approved by the Fire Department.

The above standard elements must be included in all school fire evacuation plans.
Individual schools may make additions to the plan to meet specific needs of their school with the approval of the district and the Fire Department.

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